

## JOB INTERVIEW

This event recognizes FBLA members who are proficient in applying for employment in business.

### ELIGIBILITY

Each district is represented by one participant. The participant must qualify as an active FBLA member to be eligible for this event.

### REGULATIONS

1. Entry forms accompanied by three copies of a one-page letter of application and resume (not to exceed 2 pages) must be postmarked no later than March 17. Copies should be submitted in three, standard file folders. The tab of the folder must be labeled with participant's name, district, school and event title. Photographs are not allowed. No other material will be accepted.

2. A one-page letter of application (original or copy) from the participant addressed to:

Dr. Terry E. Johnson, Director  
Human Resources  
Merit Corporation  
1640 Franklin Place  
Washington, DC 20041

The Merit Corporation is a large fictional national corporation headquartered in Washington, D.C. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.

3. Each participant must apply for a business or business-related job with the Merit Corporation. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year.
4. The letter of application and resume must be prepared by the student member, not the adviser. Local chapter advisers should serve as consultants to ensure that the letter of application and resume are well organized, contain substantiated statements, and are written in a business style.
5. Participants may not have entered this event at a previous State Leadership Conference.
6. A participant who fails to report on time for the event may be DISQUALIFIED.
7. Failure to follow the guidelines will result in a deduction of 1-10 points, at the discretion of the judges.
8. Participants must adhere to the dress code approved by the executive council.

### PROCEDURES

#### Preliminary Interview

1. Participants report to the supervisor of the event at the location designated in the program ten minutes prior to the interview time listed on the schedule.

## Job Interview Continued

2. A ten-minute interview is conducted with each participant. During the interview, participants may be asked about hobbies and other personal interests, extra-curricular activities, participation in other school organizations, involvement in community service, and the choice of a career objective. Emphasis should be placed on career planning and preparation.
3. Judges will be provided with a copy of each participant's application materials. No additional items can be brought to the interview or left with the judges.
4. The total number of participants will be divided as evenly as possible into two groups. Four finalists will be chosen from each group to continue into the interview finals.
5. One or more local advisers serve as supervisors to ensure that the procedures are followed and completed.

## Final Interview

1. Participants report to the supervisor of the event at the location designated in the program ten minutes prior to the interview time listed on the schedule.
2. A ten-minute interview is conducted with each finalist. Generally, this phase will utilize a set of judges completely different from those who were used in the preliminaries.
3. During the interview finals, participants will probably be asked questions over the same areas as they were in the preliminaries. Emphasis should be placed on career planning and preparation.
4. Judges will be provided with a copy of each participant's application materials. No additional items can be brought to the interview or left with the judges.
5. One or more local advisers serve as supervisors to ensure that the procedures are followed and completed.

## JUDGING

Judges complete a rating sheet on each participant immediately following the interview. Each judge assigns a rank to each participant. The highest rank is one.

The ranks from each of the judges of the preliminary event are combined to determine the four finalists from each preliminary group. Should a tie arise, the participant receiving more small numbers is the winner. Any ties resulting after this step should be broken by the judges.

## AWARDS

Plaques are presented to the winners of first through fifth places as long as finances are available. Certificates are given to participants winning sixth through eighth places.

## REPRESENTATION AT NATIONAL

The participant winning first place is entitled to represent the state chapter at the National Leadership Conference.

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 Name/Chapter
 

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 Rank
 

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**JOB INTERVIEW**
☐ Preliminary Round      ☐ Final Round

Rank the participants within a first to last order. No ties.

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Presentation</b>					
Professional appearance (grooming and appropriate attire)	0	1 - 3	4 - 7	8 - 10	
Proper greeting, introduction, and closing	0	1 - 3	4 - 7	8 - 10	
Poise, maturity, and attitude	0	1 - 3	4 - 7	8 - 10	
Initiative and assertiveness	0	1 - 3	4 - 7	8 - 10	
<b>Interview</b>					
Demonstrates the ability to understand and respond to interview questions.	0	1 - 3	4 - 7	8 - 10	
Communication skills	0	1 - 7	8 - 14	15 - 20	
Career knowledge and career plans	0	1 - 3	4 - 7	8 - 10	
Qualifications for the job	0	1 - 3	4 - 7	8 - 10	
<b>Application Materials</b>					
Effectiveness of application materials (resume, letter of application)	0	1 - 3	4 - 7	8 - 10	

**Penalty Points** Deduct up to ten (10) points for failure to fully follow the guidelines.  
Deduct five (5) points when dress code is not followed.

**Total Points**

/100 max.

Verification of total score (initials)

\_\_\_\_\_ Event Supervisor

\_\_\_\_\_ Event Supervisor

# RANKING SHEET - MISSOURI FBLA

## JOB INTERVIEW

### PRELIMINARY

NAME OF PARTICIPANT AND SCHOOL	RANK BY JUDGE	RANK BY JUDGE	RANK BY JUDGE	TOTAL	FINAL RANK (Smaller number wins)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

In the event of a tie, the participant with the highest rank, which means the lowest number (1), from ONE of the judges is the winner. If ties still remain, try to determine if one of the participants has two numbers lower than the others and declare that participant as the winner.

↓ ↓      √  
**Example:**   1   2   6 = 9   2   } Tied for second   **Winner**  
                   2   3   4 = 9   2

If tie remains after this step, judges will make a decision as to the rank to be assigned.

# RANKING SHEET - MISSOURI FBLA

## JOB INTERVIEW

### DISTRICT AND STATE FINAL

NAME OF PARTICIPANT AND SCHOOL	RANK BY JUDGE	RANK BY JUDGE	RANK BY JUDGE	TOTAL	FINAL RANK (Smaller number wins)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

In the event of a tie, the participant with the highest rank, which means the lowest number (1), from ONE of the judges is the winner. If ties still remain, try to determine if one of the participants has two numbers lower than the others and declare that participant as the winner.

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